



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
ALPHA COMPANY, 71st STUDENT BATTALION (PROVISIONAL)
UNITED STATES ARMY LOGISTICS UNIVERSITY
562 QUARTERS ROAD
FORT LEE, VIRGINIA 23801-1705

ATSZ-BNA

10 November 2009
Updated: 21 April 2010

MEMORANDUM FOR Combined Logistics Captains Career Course (CLC3) Students

SUBJECT: Welcome and In-processing Information

1. The objective of the Combined Logistics Captains Career Course (CLC3) is to prepare you for command of support companies or serve as multifunctional logistics branch staff officers. While attending CLC3 you will be part of Alpha Company, 71st Student Battalion (Provisional) at the Army Logistics University (ALU). We, at the company level, will provide the administrative support required for CLC3.

2. The C5 (Phase 1) is no longer required for attendance or graduation from the CLC3. The resident portion of CLC3 is 20-weeks and three days, divided into four phases. The initial seven weeks (Phase 2A) are company command preparatory; the second seven weeks (Phase 2B) are multifunctional logistics; the third five weeks (Phase 3) are Ordnance, Quartermaster, and Transportation specialties, and the final week (Phase 4) is devoted to military history and common core subjects.

3. The following is general information about the resident course and Fort Lee. You can access additional information by going to the University's home page at <http://www.almc.army.mil/sls/tlidd/8-10-c22/index.asp>.

4. Finding Fort Lee: Fort Lee is located 3 miles east of Petersburg, Virginia. If traveling by automobile, leave Interstate 295 at Exit 9B to Route 36 West to Fort Lee. Richmond Airport is approximately 30 miles north of Fort Lee. Groome Transportation, Inc., provides commercial limousine service from the airport. To contact Groome, call (804) 748-0779. Taxi service is also available. You can contact Rainbow Taxi Service at (804) 862-1108 or Burgess Taxi Service at (804) 458-2535.

5. Signing in / In-processing at Fort Lee on or before report date:

a. Location of Alpha Company, 71st Student Battalion (Provisional), Army Logistics University is 2401 Quarters Road, located off of 34th Street and Jessup Street ([click here for directions to ALU](#)).

(1) During Duty Hours. Duty hours for Alpha Company are 0730 - 1630, Monday through Friday. The phone number for the company orderly room is DSN 539-9021 or commercial:

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(804) 765-9021. Have a copy of your Request for Leave, DA Form 31, and one copy of your orders.

(2) After duty hours, weekends, and federal/training holidays. Report to the ALU Staff Duty Officer (SDO) at the main desk of the Army Logistics University, for assistance please call (804) 765-. You must report in person.

b. The following documents are required to in-process:

(1) five (5) copies of your orders

(2) copy of your ORB

(3) officer records work sheet

(4) CLC3 student information sheet

(5) copy of completion of GAT survey

(6) proof that you are up to date on all shots and medical (PHA, PDHRA, Dental, Vision, etc.).

(7) At sign in, you will update and sign your DD 93 with Alpha Company Student Services (Ms. Larkins).

c. PCS students are required to in-process the Fort Lee installation. Alpha Company will provide and in-processing checklist. In-processing takes approximately three days.

(1) Housing.

i. On-post. The Villages at Fort Lee Housing Office will place you on the waiting list after you have signed into the company. The Villages at Fort Lee is located at 1510 Sisisky Blvd, DSN 539-1963 or commercial, (804) 765-1963, or <https://lee.pinnaclefamilyhousing.com>. Fort Lee Housing should be able to project availability.

ii. Off-post. For assistance in locating suitable off-post accommodations, contact Housing Services Office (HSO) at DSN 539-1960 or commercial (804) 765-1960. HSO and Fort Lee Housing are co-located. Also, AHRN has local rentals available at <http://www.ahrn.com>.

d. TDY students (M-Day NG) need to stop by Soldier One Stop and ensure they are entitled to medical care in DEERS. MTSS is no longer authorized so please ensure you check into Lodging upon arrival. If lodging on post is unavailable, a "Certificate of Non-availability of Government Quarters" will be issued and you will be provided a list of hotels off-post that will fit the per-diem rates. Monthly travel voucher settlements will have to be submitted.

e. Following the completion of in-processing, you may sign out on leave or Permissive TDY until your class start date or begin interim duty.

f. On the first day of class report to the ALU, Building 12420, NLT 0625 for weigh-in at a place to be determined by Alpha Company. Uniform for the weigh-in is the IPFU. CLC3 orientation will begin promptly at 0830. Uniform is the ACU or equivalent. A sample in-processing schedule, for day one, is at the back of this letter.

g. In-processing with Finance and Accounting will be accomplished on the first day of class if you did not accomplish during the 14 days after your report date. Do It Yourself (DITY) documents are turned in by appointment to the Installation Transportation Office and have a six (6) day turn around before you can pick them up and turn them in to Finance at Soldier One Stop.

h. Finance no longer provides travel advances. The Transportation Phase 3 of CLC3 is TDY and reimbursements will be submitted on travel vouchers upon completion of this phase. Please ensure you pick up your copy of the group DA Form 1610 prior to departure to Phase 3 at Fort Eustis. Additionally you must report to their lodging facility to receive your lodging assignment.

i. In-processing tips: Your report date has been adjusted to 14 days prior to your start date to facilitate in-processing and permissive TDY. Bring enough money to cover initial expenses; remember, off post housing often requires unexpected costs (e.g., apartment deposits, utility deposits, phone installation, etc). Hand-carry all official records (e.g., military personnel, medical, dental, financial, and training records).

6. Household Goods: As soon as you have arranged for housing, contact Fort Lee Transportation Office to set up arrival of your household goods or make storage arrangements. Do not schedule HHG delivery during instruction period without coordination with your Small Group Instructor. The Transportation Office is located in Building 5208, on the corner of 22d and Shop Road, DSN 687-4449 or (804) 734-4449.

7. Physical Training and Weight Requirements: You need to arrive at Fort Lee within the weight requirements in AR 600-9 (The Army Weight Control Program) and you must pass a record APFT.

a. Height / Weight. All students are required to weigh-in at 0630 on the first day of class.

(1) Administrative. Students not meeting height/weight requirements will be flagged IAW AR 600-9 and will be enrolled in the A CO Weight Control Program (IAW AR 600-9) and provided only one more additional attempt to pass prior to graduation (IAW AR 350-1). If you are able to meet the height/weight standard prior to graduation your flag will be removed, a disenrollment counseling issued, and you will be removed from the weight management program. Students failing to meet the height/weight standard prior to graduation will have their flag transferred to their gaining unit.

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(2) Academic. Students who meet academic course requirements, but fail to meet height/weight requirements by the completion of the CLC3 course, will be considered an academic course graduate and receive a Referred AER, DA Form 1059 with item 13.c. marked "Marginally achieved course standards." and item 16 containing the statement, "13.c: Soldier met academic requirements, but failed to meet body composition standards IAW AR 600-9 during this course."

b. A record APFT will be administered during the first week of class.

(1) Administrative. Students who fail the APFT will be flagged, counseled, and provided only one additional attempt to pass a record APFT prior to graduation of CLC3 (IAW ALRACT Message 064/2010 and AR 350-1). If the student fails to pass the APFT the flag will be transferred to the student's gaining unit.

(2) Academic. Students who meet academic course requirements, but fail APFT standards by the completion of the CLC3 course will be considered an academic course graduate and receive a Referred Academic Evaluation Report (AER), DA Form 1059 with item 13.c. marked "Marginally achieved course standards." and item 16 containing the statement, "13.c: Soldier met academic requirements, but failed to meet APFT standards IAW AR 350-1 during the course."

c. Failing APFT and Height/Weight Standards:

(1) Administrative. Students who fail to meet Army standards for both the APFT and body fat composition (IAW AR 600-20) by the completion of the CLC3 course will have their flag annotating their failures forwarded to their gaining units.

(2) Academic. Students who meet academic course requirements, but fail to meet Army standards for both the APFT and body fat composition by the completion of the CLC3 course will be considered an academic course graduate and receive a Referred AER, DA Form 1059 with item 13.c. marked "Marginally achieved course standards." and item 16 containing the statement, "13.c: Soldier met academic requirements, but failed to meet APFT standards IAW AR 350-1 and failed to meet body composition standards IAW AR 600-9 during the course."

8. Uniform Requirements:

a. Duty uniform is the ACU or equivalent. Class A (Green or Army Service Uniform) and B uniforms are required for various occasions. Current unit patches and crests are authorized during course enrollment. Upon receipt of follow-on orders, students are authorized to wear the unit patch and crest of their gaining command. Reserve Component students will wear their unit patch and crest. The current graduation uniform for US Army students is the Class A Army Green Uniform (or service equivalent for sister services) but will be migrating towards the Army Service Uniform, so please start to get it assembled.

b. The Improved Physical Fitness Uniform (IPFU) will be worn when conducting physical training (all components are required regardless of weather conditions) with the addition of a yellow reflective belt (worn over your shoulder, right to left). You are encouraged to acquire all uniform items at your current station prior to arrival at Fort Lee. The local military clothing sales store may be out of stock of common sized items.

9. Class Schedule: Classes are scheduled from 0830-1730, Monday through Friday. Physical training is conducted a minimum of three times a week at 0545. Additionally, students will participate in the combatives program which can start as early as 0530 and go as late as 2300. Students are expected to be present for all scheduled classes. Do not make arrangements for days off, household goods processing, POV pickup, and other similar absences without prior approval from the CLC3 Course Director or your Small Group Instructor.

10. Students should acquire a user ID and password from the Reimer Digital Library (RDL) prior to their arrival at Fort Lee, the Army Knowledge Online (AKO) username and passwords will not gain you access to locked documents at the RDL. The RDL has a request form at <http://www.adtdl.army.mil/atdls.htm>. The request process takes 48 to 72 hours, so plan accordingly. Phases 2a, 2b and 3 require students to conduct research of different source materials such as field manuals and army regulations, and the RDL is one of the best sources to facilitate this research process.

11. Child Care and Schools: For those students requiring child care, information concerning the facilities and programs available can be obtained by contacting Child Development Services, DSN 687-3848 or commercial (804) 765-3848. School information is located on the Army Community Services part of the MWR website: www.leemwr.com.

12. Please ensure your AKO password is up to date and you have your CAC log on code prior to arrival to Fort Lee. Additionally, please ensure your DOIM office has turned off your Outlook e-mail before you PCS and/or you set up auto forward to your AKO. Ensure that you type @mail.us.army.mil after your name to ensure it goes to your AKO, otherwise it will continue to forward to you installation's outlook account and you will not be able to receive your e-mail while you are here.

13. Federal and Training Holiday Schedules. Please wait until you in-process A Co Administrative Services before you make any Holiday plans. Our schedule may differ from you previous unit. The schedule will be posted and you will require your SGL and Company Commander's approval before you purchase tickets. There will be no travel to foreign countries authorized while on pass or during your course.

14. Staff Duty. There is a requirement for CLC3 students to provide staff duty for the University on a rotational basis. Schedules will be posted as soon as they are created. There will be a cut off on pass and leave submissions prior to the SDO roster being published in the event of long weekends and major holidays. Please get with your SGLs for more guidance.

15. Taskings. Just like in a normal unit we receive taskings that students must fill (escorts for

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distinguished visitors, spring/fall clean-up, installation runs, installation ceremonies, etc.). Students are not exempt from these taskings. Additionally, there will be a student chain of command that we utilize to ensure administrative information as well as operational taskings are passed through the student teams during your attendance here. The team S1s and XO's will work hand in hand with the company chain of command to ensure all deadlines are met.

16. At the direction of the Commander, Sustainment Center of Excellence (SCoE), a FaceBook page has been developed to provide public access to non-classified information about the SCoE, Ft. Lee, VA and the surrounding civilian community. Access to this page does not require a Common Access Card (CAC) and information on this page is designed for family members of Soldiers assigned to the SCoE. It is recommended that you provide this link to your family members <http://www.facebook.com/SCoECascom>.

17. A summary of important phone numbers is enclosed for your convenience. If we can be of assistance before your arrival, please feel free to contact A CO's Administrative Services (see below)

Office	Commercial
Commander	(804) 765-8130
ISG	(804) 765-8129
ALU SDO	(804) 765- 8440/8441
Administrative Services	(804) 765-0921
Housing Division	(804) 765-1963
Fort Lee Lodging	(804) 734-6698
Child Development Services	(804) 765-3848
Post Operator Assistance	(804) 765-3000
Post IOC	(804) 734-7993

18. Please contact the CLC course director at 804-765-8401 or DSN 539-8401 with academic questions and A CO Student Administrative Services at (804) 765-0921- or DSN 539-0921 for administrative assistance.

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DANIELLE M. PARKER
CPT, LG
Commanding